

General Information

Introduction

First settled in 1623 as a Dutch trading post called the "House of Hope" the City of Hartford is now a place of growth and opportunity for a widely diverse population. The City combines a rich blend of history, culture and architectural gems with a progressive attitude towards business, education and neighborhood economic development. Hartford is home to such internationally known treasures as the Wadsworth Atheneum, the nation's first public museum. Other spectacular historical and performing arts attractions include, but are not limited to, the Mark Twain House, Hartford Stage, Bushnell Memorial Hall and The Artists Collective. However, since traders started using the Connecticut River to conduct business, Hartford has been bustling with insurance and financial transactions. Companies such as Aetna, Travelers, Phoenix and The Hartford Financial Services Group have their roots here, in addition to industrial giants like United Technologies. To find out more about the City of Hartford please visit us at www.hartford.gov.

Hartford, the Capital City of Connecticut, was founded in 1636. The Fundamental Orders, adopted by the colony in 1639, was the first document in history to establish a government by the consent of the people. The framers of the United States Constitution followed the pattern, giving Connecticut its nickname the "Constitution State." The City of Hartford was incorporated in 1784 and its Charter was adopted on May 1, 1947 introducing a Council-Manager form of government. An ordinance adopting a revision and codification of the City of Hartford Charter became effective upon approval by the Mayor on July 10, 1990. The voters of the City amended the charter on November 5, 2002 to provide for the Mayor as the chief executive officer of the City. The executive and administrative powers of the City are vested in the Mayor, except as otherwise provided by the Charter.

Elected officials of the City include the Mayor, Treasurer and nine City Council Members. Terms of office are four years. The nine elected council members comprise the Court of Common Council. No more than six council members may be from the same political party. Council positions that become vacant during the four years are filled by majority vote of the Council until the next election. The authority of the Office of the Mayor comes from the City of Hartford Charter, Municipal Code and the State of Connecticut General Statutes. This power includes appointing the Chief Operating Officer, Corporation Council, the heads of all departments and all members of all boards, commissions, agencies, authorities and additional bodies of the City.

OFFICIALS OF THE CITY OF HARTFORD

ELECTED

Mayor

Eddie A. Perez

Court of Common Council

Calixto Torres, Council President

Jo Winch, Majority Leader

James M. Boucher, Assistant Majority Leader

Larry Deutsch, Minority Leader

Veronica Airey-Wilson, Councilwoman

Luis E. Cotto, Councilman

Kenneth H. Kennedy, Jr., Councilman

Matthew D. Ritter, Councilman

Pedro Segarra, Councilman

City Treasurer

Kathleen Palm Devine

Registrars of Voters

Salvatore A. Bramante

Shirley Surgeon

APPOINTED

Chief of Staff

Matthew Hennessy

Chief Operating Officer

Lee C. Erdmann

Corporation Counsel

John Rose, Jr.

Town & City Clerk

Daniel M. Carey

CITY DIRECTORY

Officials, Department Heads and Directors

Mayor

Eddie A. Perez

Telephone: 757-9500

Fax: 722-6606

Court of Common Council

Calixto Torres, Council President

rJo Winch, Majority Leader

James M. Boucher, Asst. Maj. Leader

Larry Deutsch, Minority Leader

Veronica Airey-Wilson, Councilwoman

Luis E. Cotto, Councilman

Kenneth H. Kennedy, Jr., Councilman

Matthew D. Ritter, Councilman

Pedro E. Segarra, Councilman

Telephone: 757-9560

Fax: 722-6591

Mayor's Office

Chief Operating Officer

Lee C. Erdmann

Telephone: 757-9500

Fax: 722-6606

Mayor's Office

Constituent Services

Susan McMullen

Telephone: 757-9500

Fax: 722-6606

Assessment

Larry LaBarbera

Telephone: 757-9630

Fax: 722-6142

Board of Education

Steven Adamowski

Superintendent

Telephone: 695-8401

Fax 722-8502

Chief Auditor

Patrick Campbell

Telephone: 543-8568

Fax: 722-6026

City Treasurer

Kathleen Palm Devine

Telephone: 757-9100

Fax: 722-6127

Corporation Counsel

John Rose, Jr.

Telephone: 757-9700

Fax: 722-8114

Development Services

Mark K. McGovern (Acting)

Telephone: 757-9025

Fax: 722-6664

Emergency Services and

Telecommunications

Gary Stango

Telephone: 757-4050

Fax 722-6179

Finance

Thomas J. Morrison, III

Telephone: 757-9600

Fax: 722-6024

Fire

Chief Charles A. Teale, Sr.

Telephone: 757-4500

Fax: 722-8205

Hartford Public Library

Louise Blalock

Telephone: 695-6300

Fax: 722-6900

Health and Human Services

Carlos Rivera

Telephone: 543-8860

Fax: 722-6851

Housing and Community

Development

Sharon M. Bailey (Acting)

Telephone: 757-9005

Fax: 722-6630

Human Resources

Santiago Malave

Telephone: 757-9800

Fax: 722-8042

Licenses and Inspections

Edison Silva

Telephone: 757-9200

Fax: 722-6374

Management and Budget

Rick Galarza

Telephone: 757-9550

Fax: 722-6158

Metro Hartford Information

Services (MHIS)

Eric Jackson

Telephone: 757-9495

Fax: 722-6014

Office of Human Relations

Lillian I. Ruiz

Telephone: 757-9785

Fax: 722-6486

Office for Young Children

Jose Colon-Rivas

Telephone: 543-8528

Fax: 722-6036

Office for Youth Services

Enid M. Rey

Telephone: 757-9880

Fax: 722-6036

Planning

Roger O'Brien

Telephone: 757-9040

Fax: 722-6402

Police

Chief Daryl Roberts

Telephone: 757-4000

Fax: 722-6107

Public Works

Clarence Corbin

Telephone: 757-9900

Fax: 722-6142

Registrars of Voters

Democratic, Shirley Surgeon

Republican, Salvatore A. Bramante

Telephone: 757-9830

Fax: 722-6331

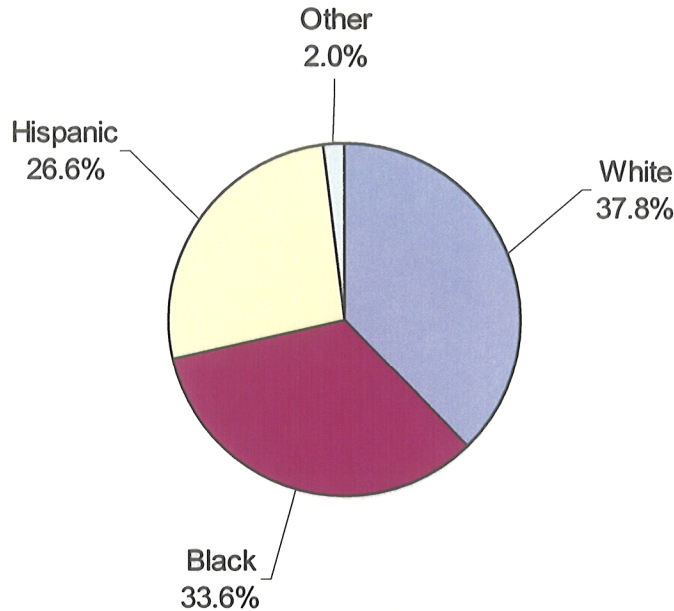
Town & City Clerk

Daniel M. Carey

Telephone: 757-9750

Fax: 722-8041

City Employment Demographic Information
 (Includes 1,552 full-time and 415 part-time employees
 as of April 15, 2008)



Physical Description

Land Area: 18.4 square miles

Location: 41.77° north latitude and 72.67° west longitude

Average Monthly Temperatures: (degrees F)	July (warmest)	Hi: 84
		Low: 63
	January (coldest)	Hi: 35
		Low: 16

Average Monthly Precipitation: (inches)	May (wettest)	4.0
	February (driest)	2.7

Source: The Weather Channel

Land Cover (2002):	Developed	73%
	Turf & Grass	11.8%
	Other Grasses & Agriculture	2.3%
	Deciduous Forest	6.2%
	Coniferous Forest	2.1%
	Water	3.7%
	Non-Forested Wetland	0.2%
	Forested Wetland	0.2%
	Tidal Wetland	0%
	Barren	0.6%
	Utility Right-of-Way	0%

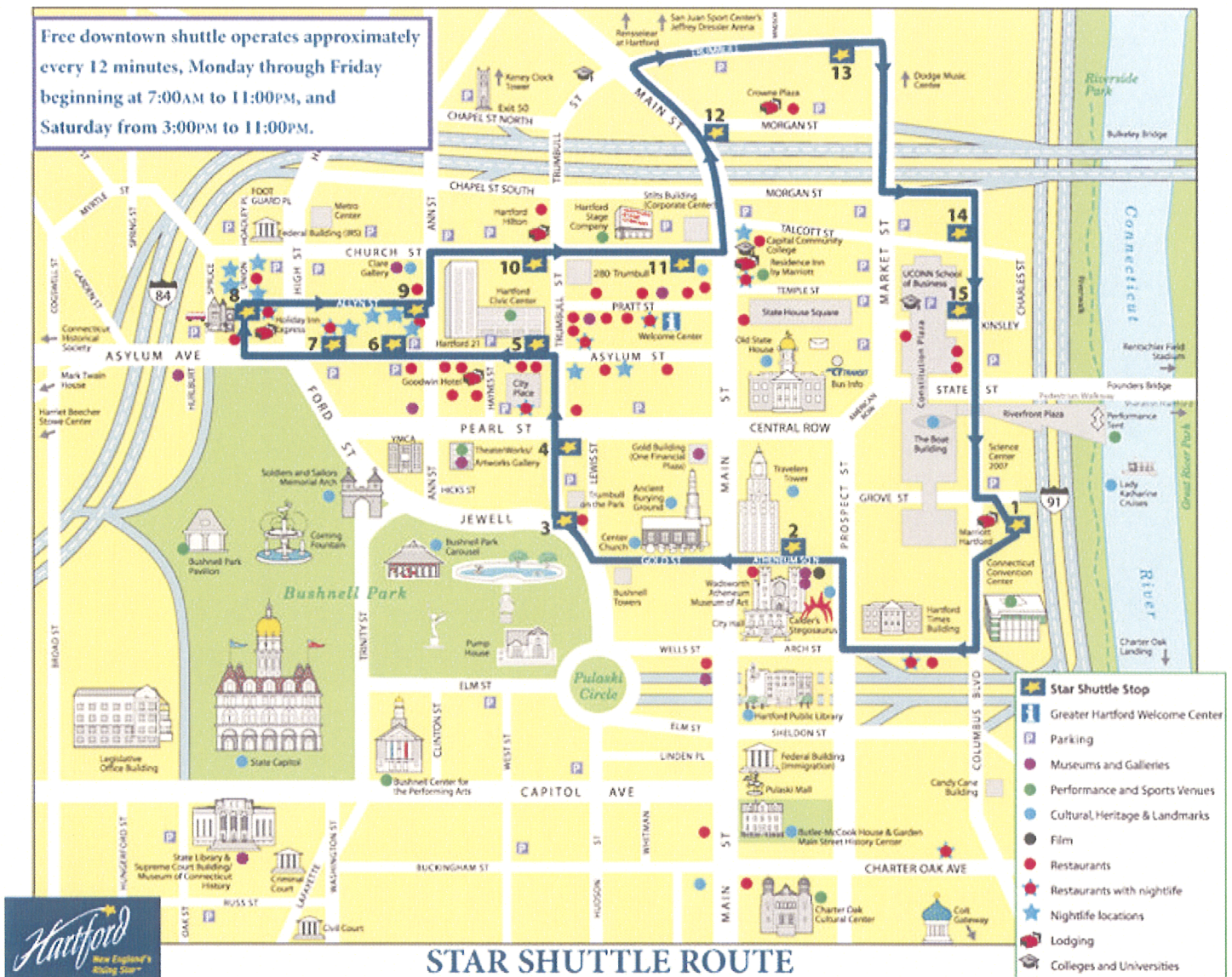
Source: University of Connecticut, Center for Land Use Education and Research

Transportation

By Air	Bradley International Airport <ul style="list-style-type: none"> Located 15 minutes north of Hartford
By Train	Amtrak <ul style="list-style-type: none"> Located downtown at Union Station
By Bus	Greyhound Lines / Peter Pan Bus Lines <ul style="list-style-type: none"> Located downtown at Union Station CTTRANSIT <ul style="list-style-type: none"> Services the greater Hartford metro area Star Shuttle <ul style="list-style-type: none"> Free downtown shuttle (see map below)

Driving Distances to Northeastern U.S. Cities (miles)	
Boston, MA	102
New York City, NY	117
Providence, RI	87

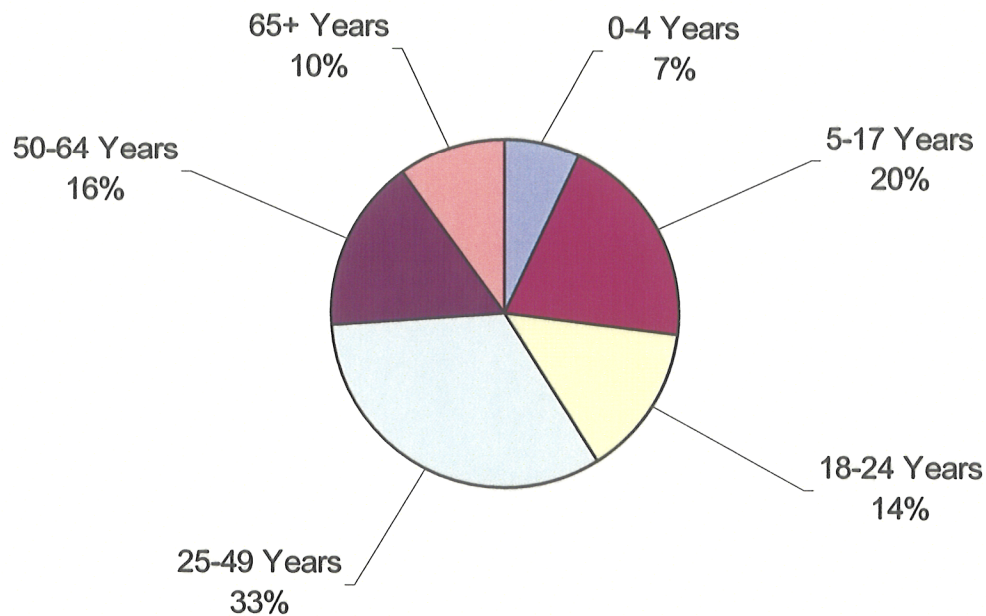
Source: 2008 MapQuest Inc.



Population & Demographics

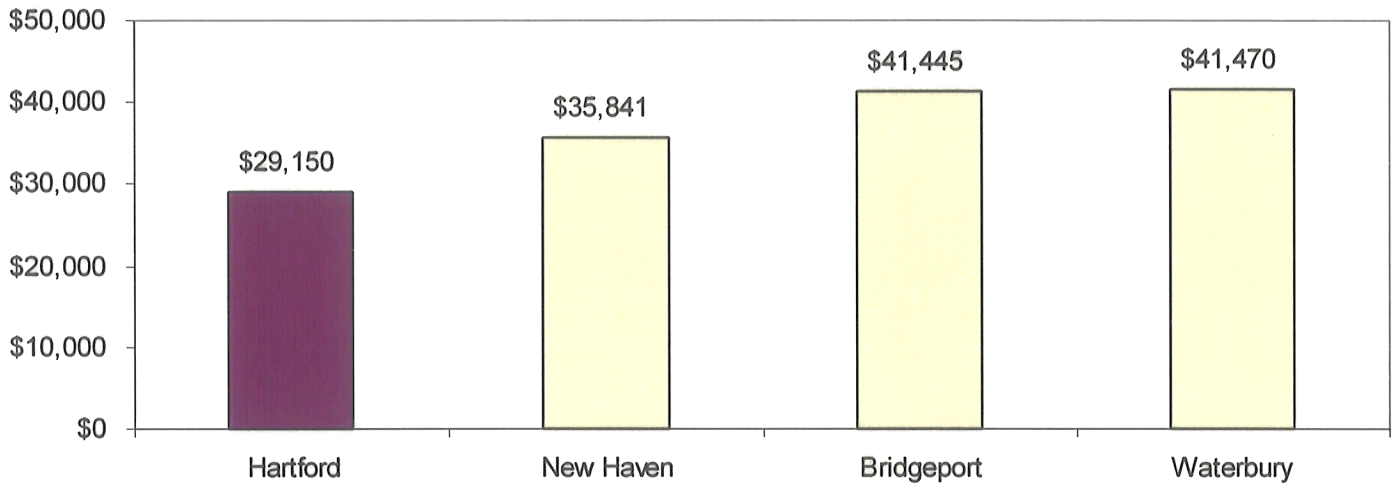
	1990	2000	2007
	139,739	121,578	124,554
2007	Number	Percentage (rounded)	
Population by Age:			
0 – 4 Years	9,367	7	
5 – 17 Years	24,963	20	
18 – 24 Years	17,583	14	
25 – 49 Years	40,595	33	
50 – 64 Years	19,430	16	
65 Years and Over	12,616	10	
Median Age	31		
Males	59,611	48	
Females	64,943	52	
Population by Race:*			
White	39,925	32	
Black	48,738	39	
Asian Pacific	3,602	3	
Native American	836	1	
Other/Multi-Race	31,453	25	
Hispanic/Latino Ethnicity (any race)	57,606	46	
Non-Hispanic/Latino Ethnicity	66,948	54	

*Race and Hispanic origin guidelines established by U.S. Census Bureau

Age Demographics

Economics**Median Household Income Comparison
Among Similar CT Municipalities (2007)**

Source: CERC Town Profiles

**Taxes****Ten Highest Taxpayers (2007)**

	Name	Real	Personal	Total	% of Grand List
1	Hartford Fire Insurance & Twin City Ins.	73,852,230	67,384,050	141,236,280	4.08%
2	Travelers Indemnity Co. Affiliate	78,358,940	50,051,580	128,410,520	3.71%
3	Connecticut Light & Power	11,884,740	98,486,140	110,370,880	3.19%
4	Aetna Life Insurance Company	72,168,932	15,144,260	87,313,192	2.52%
5	Northland Properties	84,153,306	1,547,800	85,701,106	2.48%
6	City Place I LTD Ptnshp	58,119,810	-	58,119,810	1.68%
7	Mac-State Square LLC	56,134,910	97,830	56,232,740	1.63%
8	Bank of America NA	46,771,920	8,504,280	55,276,200	1.60%
9	Hartford Steam Boiler	38,229,072	6,173,780	44,402,852	1.28%
10	Talcott II Gold, LLC	44,269,010	52,670	44,321,680	1.28%
	Totals	563,942,870	247,442,390	811,385,260	23.45%

Labor**Hartford Labor Statistics**

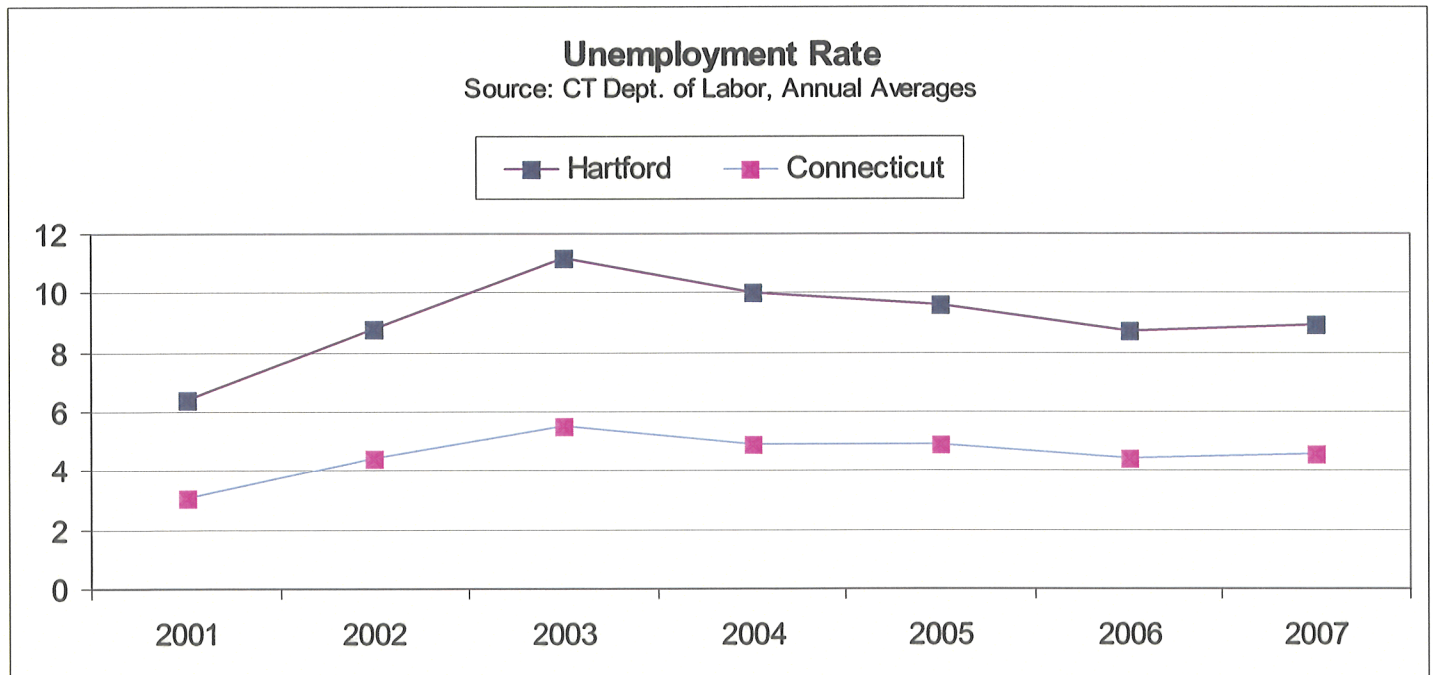
	2001	2002	2003	2004	2005	2006	2007
Total Labor Force	46,800	47,343	48,165	47,664	47,827	48,222	49,027
Employed	43,803	43,186	42,766	42,880	43,234	44,044	44,677
Unemployed	2,997	4,157	5,399	4,784	4,589	4,178	4,350
Unemployment Rate	6.4	8.8	11.2	10.0	9.6	8.7	8.9

Source: CT Dept. of Labor, Annual Averages (Not Seasonally Adjusted)

Connecticut Labor Statistics

	2001	2002	2003	2004	2005	2006	2007
Total Labor Force	1,754,850	1,778,975	1,795,000	1,793,875	1,812,208	1,836,033	1,865,483
Employed	1,700,033	1,700,942	1,696,850	1,705,625	1,723,925	1,755,600	1,780,475
Unemployed	54,800	78,042	98,133	88,267	88,283	80,400	85,025
Unemployment Rate	3.1	4.4	5.5	4.9	4.9	4.4	4.6

Source: CT Dept. of Labor, Annual Averages (Seasonally Adjusted)



Education

Education Attainment for Hartford Residents Age 25 or Older (2000)

	Number	Percentage (rounded)
High School Graduate	21,240	30
Some College	12,602	18
Bachelors or More	8,664	12
Total	42,506	60

Source: CERC Town Profile

Higher Education

Trinity College
 University of Connecticut Law School
 University of Connecticut Graduate Business Learning Center
 Hartford College for Women, University of Hartford
 Rensselaer, Hartford Campus
 Capital Community College
 Connecticut Culinary Institute
 Hartford Conservatory

Hartford Public Schools (HPS)

Hartford public primary and secondary schools enroll over twenty-four thousand students. In addition to the citywide schools, HPS offers regional Inter-district Magnet Schools each having unique characteristics attracting parents and students who find these features responsive to their needs and interests.

- 40 Schools
 - Elementary schools: 22
 - Middle schools: 3
 - High schools: 3
 - Magnet schools: 12
- More than 50 languages are spoken in HPS.
- Students come from 93 countries.
- 95% of HPS students qualify for free or reduced-price meals.
- Half of HPS students speak a language other than English at home.
- 96% of our students are labeled "minority."

Source: HPS Fact Sheet

Preschools

The City of Hartford operates eight nationally accredited Day Care Early Learning Centers by the National Association for the Education of Young Children (NAEYC) and one Infant/Toddler Early Learning Center.

Libraries

Hartford Public Library

- Central Library located downtown
- 9 branches throughout the City

Connecticut State Library



Parks and Recreation

- Total Parks – 37
- Athletic Fields – 70
- Total Acreage – 2,300

Large Multi-Use Parks:

Batterson
Bushnell
Colt

Elizabeth
Goodwin
Hyland / Rocky Ridge

Keney
Pope
Riverside

Public Golf Courses:

Goodwin Golf Course

Keney Golf Course



Source: www.arrakeen.ch

Cultural Arts and Entertainment

Attractions

Wadsworth Atheneum and Museum of Art
Mark Twain House & Museum
Harriet Beecher Stowe Center
Charter Oak Cultural Center
Raymond E. Baldwin Museum of Connecticut History
Connecticut State Armory and Arsenal
Soldiers and Sailors Memorial Arch
Old State House

Hartford Stage
TheaterWorks
The Artists Collective
Bushnell Center for Performing Arts
Connecticut Commission on the Arts Gallery
Artworks Gallery
Pump House Gallery
Real Art Ways

Event Locations

XL Center (formerly the Hartford Civic Center)
Connecticut Convention Center
Connecticut Expo Center
New England Dodge Music Center

Sports

One American Hockey League team calls Hartford home. The Hartford Wolf Pack are the top player-development affiliate of the NHL's New York Rangers and play at the XL Center which seats up to 16,000 fans. The University of Connecticut men's and women's basketball teams also make the XL Center their part-time home, and it holds the Big East Women's Basketball Championship. Both teams have multiple National Championships with the women holding five titles and the men two. In addition, the Trinity College men's squash team has 10 consecutive National Championships.



GLOSSARY

A

ACCOUNTING SYSTEM – The total set of records that are used to record, classify, and report information on the financial status and operation of an entity.

ACTIVITY – A task undertaken to achieve an output.

ADOPTED BUDGET – The budget for the ensuing fiscal year that has been approved by the Court of Common Council.

ALLOCATION – The distribution of available monies, personnel and equipment among various city departments, divisions or centers.

ANNUAL BUDGET – An estimate of expenditures for specific purposes during the fiscal year and the proposed means (estimated revenues) for financing those programs.

APPROPRIATION – An authorization made by the legislative body of a government that permits officials to incur obligations and to make expenditures of governmental resources.

ASSESSED VALUE – A valuation set upon real or personal property by the City Assessor as a basis for levying taxes.

ATTRITION – A reduction in the City's Workforce, as a result of resignations, retirements and/or terminations.

AUDIT – A study of the City's accounting system to ensure that financial records are accurate and in compliance with all legal requirements for handling of public funds, including state law and City Charter.

B

BALANCED BUDGET – A budget projected expenditure amount is equal to the projected revenue. For the City of Hartford the city charter mandates a balanced budget.

BOE – Board of Education.

BOND – A written promise to pay a specified sum of money (principal or face value) at a specified future date (maturity date) along with periodic interest paid at a specified percentage of the principal (interest rate). Bonds are used typically for long-term debt.

BOND ANTICIPATION NOTES – Short-term interest bearing notes issued in anticipation of bonds to be issued at a later date.

BUDGET – A budget is a plan for the accomplishment of programs related to objectives and goals within a definite time period, including an estimate of resources required, together with an estimate of the resources available.

BUDGET CALENDAR – The schedule of key dates or milestones that a government follows in the preparation and adoption of the budget.

BUDGET MESSAGE – A general discussion of the recommended budget presented to the Court of Common Council in writing by the Mayor as part of the budget document.

C

CAPITAL IMPROVEMENT PROGRAM (CIP) – A plan for capital expenditures to be incurred each year over a five year period setting forth each capital project, the duration of the project and the amount to be expended each year in financing those projects.

CAPITAL OUTLAY – Accounts for the purchase, construction or renovation of major capital assets.

CASH FLOW BUDGET – A projection of the cash receipts and disbursements anticipated during a given period.

CHRO – Commission on Human Rights and Opportunities.

CRRA – Connecticut Resources Recovery Authority.

D

DEBT SERVICE – Actual cost of interest and principal on bond maturities as well as interest costs of bond anticipation notes.

DEFICIT – (1) The excess of an entity's liabilities over its assets (2) the excess of expenditures over revenues during a single accounting period.

DEPARTMENT – An organizational or budgetary unit established by City Charter or Municipal Code to carry out specified public services.

DEPRECIATION – A decrease or loss in value.

E

EEO - Equal Opportunity Employer.

ENCUMBRANCE – An obligation in the form of a purchase order, contract or salary commitment that is chargeable to an appropriation, and for which part of an appropriation is reserved.

ENTERPRISE FUNDS – A fund established to account for operations that are financed and operated in a manner similar to private business enterprises. The intent is that the full costs of providing the goods or services be financed primarily through charges and fees thus removing the expenses from the tax rate.

EXPENDITURES – The amount of money, cash or checks actually paid or obligated for payment from the treasury.

F

FAIR MARKET VALUATION – The value of a piece of real estate in the open market. Used to determine the assessed value of property for taxing purposes.

FINANCING PLAN – The estimate of revenues and their sources that will pay for the service programs outlined in the annual budget.

FISCAL YEAR – A twelve-month period for which an organization plans the use of its funds. The City of Hartford fiscal year begins July 1 and ends June 30.

FOI – Freedom of Information.

FULL-TIME EQUIVALENT (FTE) – A measurement based on the number of hours a position is budgeted for during the year and its value is represented as a decimal. For example, for a 40 hour work week, one FTE equals 40 hours x 52

weeks or 2,080 hours. The convention used to show one full-time person is 1.0, two full-time persons is 2.0, a three-quarters time person is .7, a half-time person is .5 and a quarter-time person is .3. The amount of the decimal indicates that the full-time funded amount was not paid to an employee due to a position split funded between the general fund and the grant funds, or more commonly, when a position is not filled until after the start of the fiscal year.

FUND – A set of interrelated accounts, which record assets and liabilities, related to a specific purpose. Also, a sum of money available for specified purposes.

FUND BALANCE – The excess of an entity's assets over its liabilities.

FUND STRUCTURE – The City's accounting system is organized and operated on the basis of funds or account groups, each of which is a separate accounting entity. Each fund is accounted for with a set of self-balancing accounts comprised of assets, liabilities, fund equity, revenues and expenditures or expenses, as appropriate. Resources are allocated to the individual funds upon the approval of the Court of Common Council for specific purposes. The funds are grouped into six generic fund types and three broad categories. The two account groups are not funds since they are only concerned with the measurement of results of operations. The types of funds and account groups are as follows:

FUND TYPES / GOVERNMENTAL

Capital Projects Funds – Capital Projects Funds are used to account for the proceeds of general obligation bonds and other financing resources for the planning, acquisition and construction of improvement of major capital facilities such as new schools and urban renewal projects, except for those accounted for in proprietary fund types.

Debt Service Fund – The Debt Service Fund is used to account for the payment of principal and interest on the City's general long-term debt.

General Fund – The General Fund is used to account for the major general operations of the City except those required to be accounted for in a separate fund.

Special Revenue Funds – Special Revenue Funds are used to account for revenues restricted by law for specific purposes such as Education, Health, and Community Development Block Grants.

PROPRIETARY FUND TYPE

Enterprise Funds – The Enterprise Funds are used to account for the operation of the American Airlines Building, which is financed and operated in a manner similar to private business enterprises where costs are financed or recovered primarily through user charges.

FIDUCIARY FUND TYPE

Trust and Agency Funds – Trust and Agency Funds are used to account for assets held in a trust capacity for others. These include Expendable Trusts, Non-expendable Trusts, Pension Trusts and Agency Funds.

G

GENERAL FUND – The major municipally owned fund, which is created with city receipts and which is charged with expenditures payable from such revenues.

GFOA – Government Finance Officers Association.

GRAND LIST – Assessed value of all taxable property in the City.

GRANT – A contribution of assets by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the state and federal governments. Grants are usually made for specific purposes.

INTERFUND TRANSFERS – Payments from one administrative budget fund to another, which result in the recording of a receipt and an expenditure.

INTERNAL SERVICE FUNDS – Used to account for and finance the City's risks of loss for Employee Benefits, Workers Compensation, and Liability and Property Damage.

L

LEGAL MANDATE – An action, restriction, prohibition, benefit or right established or required by federal, state or local law.

LIABILITY – Debt or other legal obligations arising out of transactions in the past, which must be liquidated, renewed or refunded at some future date.

LONGEVITY – Monetary payments to permanent full time employees who have been in the employ of the City for a minimum of six years.

M

MILL RATE – The mill rate is the rate of taxation levied on property subject to taxation under Connecticut General Statutes. One mill is equal to 1/1000 of a dollar. For example, a tax rate of 20 mills is equivalent to \$20.00 per \$1,000 of assessed value.

MODIFIED ACCRUAL – Basis of accounting for all governmental funds and expendable trust and agency funds under which revenues are recorded when they become measurable and available. Expenditures are recorded when the liability is incurred, except for interest on general long-term obligations, which is recorded when due.

N

NON-PERSONAL EXPENSES – An expenditure group that includes supplies and materials, contractual services, communications and transportation expenses, and other miscellaneous expenses.

NRZ – Neighborhood Revitalization Zones.

O

OBJECTIVE – An action taken to meet goals and strategies.

ORDINANCE – A law set forth by a governmental authority; a municipal regulation.

OVER-TIME EQUIVALENT (OTE) – A measurement based on the number of hours a position is budgeted for during the year for overtime expenses converted into the value of a full-time employee including benefits. The number is represented as a decimal. (See also: Full-Time Equivalent)

OUTCOME – A measure that assesses how well a service's goals and objectives are accomplished in terms of quality and effectiveness.

P

PART-TIME EQUIVALENT (PTE) – A measurement based on the number of hours a position is budgeted for during the year for part-time expenses converted into the value of a full-time employee including benefits. The number is represented as a decimal. (See also: Full-Time Equivalent)

PILOT – Payment In Lieu of Taxes.

POLICY – A definite course of action adopted after a review of information and directed at the realization of goals.

PRIORITY – A value that ranks goals and objectives in order of importance relative to one another.

PROCEDURE – A method used in carrying out a policy or plan of action.

PROGRAM – Collections of work-related activities initiated to accomplish a desired end.

PROPERTY, PLANT & EQUIPMENT – Durable goods usually valued over \$100 and having a useful life of more than 5 years.

R

RECOMMENDED BUDGET – The proposed budget for the ensuing fiscal year, that has been approved by the Mayor and forwarded to the Court of Common Council for their approval.

RESERVES – An account used to indicate that portion of fund equity, which is legally restricted for a specific purpose or not available for appropriation and subsequent spending.

REVENUE – Additions to the City's financial assets (such as taxes and grants), which do not in themselves, increase the City's liabilities or cancel out a previous expenditure.

S

SUBMITTED BUDGET – Departmental estimates of revenue and expenditures for the ensuing fiscal year, submitted to the Chief Operating Officer, which is reviewed and used in formulating the recommended budget.

SUNDRY EXPENSES – An expenditure group that includes transfers, debt service, grant cash matches, grant subsidies, employee benefits, insurance payments and legal settlement costs.

SUPPLEMENTAL APPROPRIATION – Appropriations made by the City Council to cover expenditures that exceed the adopted appropriation level.

T

TAX ABATEMENT – Legal reduction or cancellation of tax obligation.

TAXABLE GRAND LIST – Reflects all property that is not subject to Section 12-81 of the Connecticut General Statutes which exempts from taxation, federal, state, municipal, church and school property if that property is used for the purpose for which the agent is exempted.

